Housing and Community Development Department Narrative

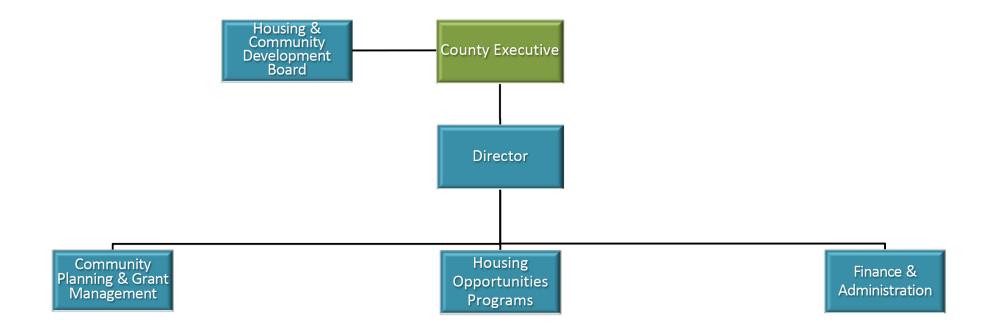
#### **Department Description:**

The Department administers a wide variety of housing and community development programs on behalf of the County, including the Rental Housing Development Loan Program, the Moderate Income Housing Unit (MIHU) program, homeownership assistance programs, individual and group home rehabilitation programs, and the federal CDBG and HOME grants.

**Outlook:** (What is new or different about this years budget?)

The FY2019 budget includes additional funding to meet the needs of the various affordable Housing Initiatives.

Housing and Community Development Department Organizational Chart



Housing and Community Development Department Personnel Summary			
Classification	Grade	FY 2018 Authorized	FY 2019 Proposed
1203 - FISCAL SPECIALIST II	GK	0.00	1.00
1207 - FISCAL MANAGER II	GM	1.00	0.00
1411 - ADMINISTRATIVE AIDE	GG	1.00	1.00
5205 - HUMAN SERVICES WORKER II	GG	0.88	0.88
5207 - HUMAN SERVICES SPECIALIST I	GH	3.00	2.00
5209 - HUMAN SERVICES SPECIALIST II	GJ	1.00	1.00
5211 - HUMAN SERVICES SPECIALIST III	GK	3.00	3.00
5215 - HUMAN SERVICES MANAGER II	GN	1.00	0.00
5218 - DIRECTOR HOUSING & COMMUNITY DEVELOPMENT	GP	1.00	1.00
SBFS Total		11.88	9.88

### Housing and Community Development Department Expenditure Detail

03 - Community Renewal Program Fund						
	FY 2017 Actual	FY 2018 Approved	FY 2018 Estimate	FY 2019 Proposed	\$ Change	% Change
6100000000 - Housing & Community Development						
50 - Personnel Costs Total	729,615	1,186,907	1,016,980	1,053,399	-133,508	-11.25%
51 - Contractual Services Total	3,223,680	3,187,811	3,038,811	3,712,135	524,324	16.45%
52 - Supplies and Materials Total	4,544	45,000	15,000	15,000	-30,000	-66.67%
58 - Expense Other Total	697,706	471,806	471,806	455,318	-16,488	-3.49%
69 - Operating Transfers Total	333,979	220,850	220,850	208,592	-12,258	-5.55%
6100000000 - Housing & Community Development Total	4,989,524	5,112,374	4,763,447	5,444,444	332,070	6.50%
03 - Community Renewal Program Fund Total	4,989,524	5,112,374	4,763,447	5,444,444	332,070	6.50%

## Housing and Community Development Department Expenditure Detail

06 - Program Revenue Fund							
	FY 2017 Actual	FY 2018 Approved	FY 2018 Estimate	FY 2019 Proposed	\$ Change		% Change
6100000000 - Housing & Community Development							
51 - Contractual Services Total	472,739	0	0		0	0	N/A
6100000000 - Housing & Community Development Total	472,739	0	0		0	0_	N/A
06 - Program Revenue Fund Total	472.739	0	0		0	0	N/A

# Housing and Community Development Department Expenditure Detail

14 - Grants Fund						
	FY 2017 Actual	FY 2018 Approved	FY 2018 Estimate	FY 2019 Proposed	\$ Change	% Change
6100000000 - Housing & Community Development						
51 - Contractual Services Total	1,432,872	1,483,000	821,000	1,543,819	60,819	4.10%
6100000000 - Housing & Community Development Total	1,432,872	1,483,000	821,000	1,543,819	60,819	4.10%
14 - Grants Fund Total	1,432,872	1,483,000	821,000	1,543,819	60,819	4.10%
6100 - Dept. of Housing and Community Development Total	6,895,135	6,595,374	5,584,447	6,988,263	392,889	5.96%

Housing and Community Development Division Detail

Division Narrative: 6100000000 - Housing & Community Development

Fund: Community Renewal Program Fund

Narrative:

As specified under Title 13, Subtitle 1 of the Howard County Code, the Department of Housing and Community Development manages the Community Renewal Program Fund which is designed to provide affordable housing resources for residents of all income levels. It is through this fund that the County can sponsor initiatives such as the Settlement Downpayment Loan Program, County Rehabilitation Loan Program, Moderate Income Housing Unit Rental and Homeownership Program and an array of other special needs housing opportunities.

Housing and Community Development Division Detail

**Divison Personnel Summary :** 6100000000 - Housing & Community Development

Fund: Community Rene

Classification	Grade	FY 2018 Authorized	FY 2019 Proposed
1203 - FISCAL SPECIALIST II	GK	0.00	1.00
1207 - FISCAL MANAGER II	GM	1.00	0.00
1411 - ADMINISTRATIVE AIDE	GG	1.00	1.00
5205 - HUMAN SERVICES WORKER II	GG	0.88	0.88
5207 - HUMAN SERVICES SPECIALIST I	GH	3.00	2.00
5209 - HUMAN SERVICES SPECIALIST II	GJ	1.00	1.00
5211 - HUMAN SERVICES SPECIALIST III	GK	3.00	3.00
5215 - HUMAN SERVICES MANAGER II	GN	1.00	0.00
5218 - DIRECTOR HOUSING & COMMUNITY DEVELOPMENT	GP	1.00	1.00
Total Positions		11.88	9.88

Housing and Community Development Division Detail

Division Expenditure Detail: 6100000000 - Housing & Community Development

	FY 2017 Actual	FY 2018 Approved	FY 2018 Estimate	FY 2019 Proposed	\$ Change	% Change
2010000000 - Community Renewal						
Funded Program : 99999999910000000079900 - FFY16 CDBG						
515900 - Other Contractual Services	672	0	0	0	0	N/A
51 - Contractual Services Total	672	0	0	0	0	N/A
9999999991000000079900 - FFY16 CDBG Total	672	0	0	0	0	N/A
Funded Program : 99999999992000000043600 - MHRP FY15						
515900 - Other Contractual Services	33,490	0	0	0	0	N/A
51 - Contractual Services Total	33,490	0	0	0	0	N/A
9999999992000000043600 - MHRP FY15 Total	33,490	0	0	0	0	N/A
Funded Program : 99999999997000000005200 - Housing Initiative (420-	-0412)					
515850 - Temporary Employment Services	5,118	0	0	0	0	N/A
515900 - Other Contractual Services	2,061,467	2,300,000	2,300,000	0	-2,300,000	-100.00%
51 - Contractual Services Total	2,066,585	2,300,000	2,300,000	0	-2,300,000	-100.00%
999999997000000005200 - Housing Initiative (420-0412) Total	2,066,585	2,300,000	2,300,000	0	-2,300,000	-100.00%
Funded Program : 99999999997000000138000 - Administration						
515900 - Other Contractual Services	0	0	0	3,479,000	3,479,000	N/A
SDLP-\$1.1M, Bridges/Rental Housing-\$500k, Special Rental H MIHU Fee-in-Lieu-\$1.0M	lousing-\$300k, Rehab/Cou	unty Rehab Loan-\$37	9k, Rental Housing E	xpense-\$200k,		
51 - Contractual Services Total	0	0	0	3,479,000	3,479,000	N/A
999999997000000138000 - Administration Total	0	0	0	3,479,000	3,479,000	N/A
Funded Program : 99999999999999999900 - Administration						
500100 - Salary-Regular	477,868	835,190	692,000	759,577	-75,613	-9.05%
501100 - Benefits-FICA	45,250	65,362	53,000	59,046	-6,316	-9.66%
501300 - Benefits-Health Insurance	137,500	172,500	158,125	139,500	-33,000	-19.13%
501500 - Benefits-Retirement	68,997	106,255	106,255	89,114	-17,141	-16.13%
501700 - Benefits-Workers Compensation	0	7,600	7,600	6,162	-1,438	-18.92%
50 - Personnel Costs Total	729,615	1,186,907	1,016,980	1,053,399	-133,508	-11.25%
510100 - Postage	2,217	4,000	500	500	-3,500	-87.50%

Housing and Community Development Division Detail

Division Expenditure Detail: 6100000000 - Housing & Community Development

	FY 2017 Actual	FY 2018 Approved	FY 2018 Estimate	FY 2019 Proposed	\$ Change	% Change
2010000000 - Community Renewal	71311111	, iblinoson				
Funded Program : 9999999999999999999 - Administration						
510200 - Telecommunications Wired	10,340	10,110	10,110	10,081	-29	-0.29%
510300 - Printing	736	2,500	1,000	1,000	-1,500	-60.00%
510320 - Tuition & Course Material	455	2,000	1,000	1,000	-1,000	-50.00%
510500 - Copier Charges	3,641	12,968	12,968	13,344	376	2.90%
511310 - Radio Maintenance	1,169	2,959	2,959	2,590	-369	-12.47%
513100 - Mileage	256	2,500	500	500	-2,000	-80.00%
513110 - Ground Transportation	100	1,000	500	500	-500	-50.00%
513200 - Lodging	0	2,000	2,000	2,000	0	0.00%
513300 - Meals	277	0	0	0	0	N/A
513500 - Conferences & Seminar Fees	1,056	3,000	3,000	3,000	0	0.00%
514700 - Data Processing Services	61,240	75,054	75,054	68,891	-6,163	-8.21%
515900 - Other Contractual Services	1,028,643	650,000	515,000	15,000	-635,000	-97.69%
515950 - Training Services	0	3,000	1,000	1,000	-2,000	-66.67%
516820 - Association & Membership Dues	950	4,500	1,000	1,000	-3,500	-77.78%
517200 - Vehicle Insurance	0	1,170	1,170	1,602	432	36.92%
517300 - Building & Contents Insurance	0	150	150	160	10	6.67%
517500 - General Liability Insurance	0	900	900	967	67	7.44%
51 - Contractual Services Total	1,111,080	777,811	628,811	123,135	-654,676	-84.17%
520100 - Office Supplies	3,598	31,500	10,000	10,000	-21,500	-68.25%
520200 - Data Processing Equipment & Supplies	0	3,000	1,000	1,000	-2,000	-66.67%
520400 - Promotional Materials	0	1,000	1,000	1,000	0	0.00%
521400 - Subscriptions & Publications	0	2,500	1,000	1,000	-1,500	-60.00%
521500 - Food Purchases	946	2,000	2,000	2,000	0	0.00%
522900 - Other Commodities Materials & Supplies	0	5,000	0	0	-5,000	-100.00%
52 - Supplies and Materials Total	4,544	45,000	15,000	15,000	-30,000	-66.67%
581010 - Current Operating Cost Conversion	684,664	466,274	466,274	452,010	-14,264	-3.06%
581050 - Direct Cost Conversion-Vehicle Charges	12,560	3,072	3,072	3,308	236	7.68%
581097 - Indirect Cost Conversion	482	2,460	2,460	0	-2,460	-100.00%
58 - Expense Other Total	697,706	471,806	471,806	455,318	-16,488	-3.49%

Housing and Community Development Division Detail

Division Expenditure Detail: 6100000000 - Housing & Community Development

	FY 2017 Actual	FY 2018 Approved	FY 2018 Estimate	FY 2019 Proposed	\$ Change	% Change
2010000000 - Community Renewal	Actual	Арргочей	Latinate	Порозси		
Funded Program : 9999999999999999999 - Administration						
695000 - Operating Transfers Out-Budg-Other	0	220,850	220,850	208,592	-12,258	-5.55%
695200 - DS Transfer Tax Principal	240,761	0	0	0	0	N/A
695201 - DS Transfer Tax Interest	93,218	0	0	0	0	N/A
69 - Operating Transfers Total	333,979	220,850	220,850	208,592	-12,258	-5.55%
99999999999999999900 - Administration Total	2,876,924	2,702,374	2,353,447	1,855,444	-846,930	-31.34%
2010000000 - Community Renewal Total	4,977,671	5,002,374	4,653,447	5,334,444	332,070	6.64%
2010050000 - Program Income Mtchg						
Funded Program : 9999999991000000079900 - FFY16 CDBG						
515900 - Other Contractual Services	11,853	0	0	0	0	N/A
51 - Contractual Services Total	11,853	0	0	0	0	N/A
9999999991000000079900 - FFY16 CDBG Total	11,853	0	0	0	0	N/A
Funded Program : 9999999991000000083300 - CDBG FY18						
515900 - Other Contractual Services	0	50,000	50,000	0	-50,000	-100.00%
51 - Contractual Services Total	0	50,000	50,000	0	-50,000	-100.00%
9999999991000000083300 - CDBG FY18 Total	0	50,000	50,000	0	-50,000	-100.00%
Funded Program : 9999999991000000083400 - Home FY18						
515900 - Other Contractual Services	0	60,000	60,000	0	-60,000	-100.00%
51 - Contractual Services Total	0	60,000	60,000	0	-60,000	-100.00%
9999999991000000083400 - Home FY18 Total	0	60,000	60,000	0	-60,000	-100.00%
Funded Program : 99999999910000000094000 - FFY18 Community Delopm	ent Block Grant					
515900 - Other Contractual Services	0	0	0	50,000	50,000	N/A
51 - Contractual Services Total	0	0	0	50,000	50,000	N/A
99999999910000000094000 - FFY18 Community Delopment Block Grant Total	0	0	0	50,000	50,000	N/A

Housing and Community Development Division Detail

Division Expenditure Detail: 6100000000 - Housing & Community Development

	FY 2017 Actual	FY 2018 Approved	FY 2018 Estimate	FY 2019 Proposed	\$ Change	% Change
2010050000 - Program Income Mtchg						
Funded Program : 99999999910000000094100 - FFY18 Home Investment P	artnership Grant					
515900 - Other Contractual Services	0	0	0	60,000	60,000	N/A
51 - Contractual Services Total	0	0	0	60,000	60,000	N/A
9999999991000000094100 - FFY18 Home Investment Partnership Grant Total	0	0	0	60,000	60,000	N/A
2010050000 - Program Income Mtchg Total	11,853	110,000	110,000	110,000	0	0.00%
6100000000 - Housing & Community Development Total	4,989,524	5,112,374	4,763,447	5,444,444	332,070	6.50%

Housing and Community Development Division Detail

Division Narrative: 6100000000 - Housing & Community Development

**Fund:** Grants Fund

#### Narrative:

Howard County has successfully maintained its Urban County Entitlement status since 1996 as authorized by the U.S. Department of Housing and Urban Development (HUD). As an Entitlement Community, Howard County is eligible to receive annual federal awards from HUD to fund both housing and non-housing community development activities and related administrative costs through the Community Development Block Grant program and Home Investment Partnership Program.

The Community Development Block Grant program (CDBG) funds eligible activities that enhance the development of decent housing, suitable living environments and the expansion of economic opportunities for low- and moderate income residents of Howard County.

The Home Investment Partnership Program (HOME) provides funding for the creation of adequate supplies of affordable housing for low- and moderate income Howard County residents.

Howard County Department of Housing also manages the Maryland Housing Rehabilitation Program (MHRP). State grant funding for this program allows income eligible households to rehabilitate their properties to comply with applicable health and safety building codes.

#### Housing and Community Development Division Detail

**Division Expenditure Detail :** 6100000000 - Housing & Community Development

Fund: Grants Fund

	FY 2017 Actual	FY 2018 Approved	FY 2018 Estimate	FY 2019 Proposed	\$ Change	% Change
2600000000 - Grants-External	Aotuai	дррготса	Estimate	Тторозса		
Funded Program : 9999999991000000018000 - CDBG 2009						
515900 - Other Contractual Services	28,933	0	0	0	0	N/A
51 - Contractual Services Total	28,933	0	0	0	0	N/A
9999999991000000018000 - CDBG 2009 Total	28,933	0	0	0	0	N/A
Funded Program : 9999999991000000018100 - Home Investment Partne	rship Grant 09					
515900 - Other Contractual Services	7,564	0	0	0	0	N/A
51 - Contractual Services Total	7,564	0	0	0	0	N/A
9999999991000000018100 - Home Investment Partnership Grant 09 Total	7,564	0	0	0	0	N/A
Funded Program : 9999999991000000021900 - FFY10 HOME						
515900 - Other Contractual Services	4,566	0	0	0	0	N/A
51 - Contractual Services Total	4,566	0	0	0	0	N/A
9999999991000000021900 - FFY10 HOME Total	4,566	0	0	0	0	N/A
Funded Program : 9999999991000000064500 - HOME FY15						
515900 - Other Contractual Services	79,279	0	18,000	0	0	N/A
51 - Contractual Services Total	79,279	0	18,000	0	0	N/A
999999991000000064500 - HOME FY15 Total	79,279	0	18,000	0	0	N/A
Funded Program : 99999999910000000066900 - CDBG FY16						
515900 - Other Contractual Services	290,551	0	35,000	0	0	N/A
51 - Contractual Services Total	290,551	0	35,000	0	0	N/A
999999991000000066900 - CDBG FY16 Total	290,551	0	35,000	0	0	N/A
Funded Program : 99999999910000000067000 - HOME FY16						
515900 - Other Contractual Services	136,221	0	0	0	0	N/A
51 - Contractual Services Total	136,221	0	0	0	0	N/A
999999991000000067000 - HOME FY16 Total	136,221	0	0	0	0	N/A

Housing and Community Development Division Detail

Division Expenditure Detail: 6100000000 - Housing & Community Development

Fund: Grants Fund

	FY 2017 Actual	FY 2018 Approved	FY 2018 Estimate	FY 2019 Proposed	\$ Change	% Change
260000000 - Grants-External						
Funded Program : 99999999910000000079900 - FFY16 CDBG						
515900 - Other Contractual Services	689,927	0	240,000	0	0	N/A
51 - Contractual Services Total	689,927	0	240,000	0	0	N/A
9999999991000000079900 - FFY16 CDBG Total	689,927	0	240,000	0	0	N/A
Funded Program : 99999999910000000080000 - FFY16 HOME						
515900 - Other Contractual Services	133,428	0	100,000	0	0	N/A
51 - Contractual Services Total	133,428	0	100,000	0	0	N/A
99999999910000000080000 - FFY16 HOME Total	133,428	0	100,000	0	0	N/A
Funded Program : 99999999910000000083300 - CDBG FY18 (FFY17)						
515900 - Other Contractual Services	0	1,035,000	250,000	0	-1,035,000	-100.00%
51 - Contractual Services Total	0	1,035,000	250,000	0	-1,035,000	-100.00%
99999999910000000083300 - CDBG FY18 (FFY17) Total	0	1,035,000	250,000	0	-1,035,000	-100.00%
Funded Program : 9999999991000000083400 - HOME FY18 (FFY17)						
515900 - Other Contractual Services	0	343,000	178,000	0	-343,000	-100.00%
51 - Contractual Services Total	0	343,000	178,000	0	-343,000	-100.00%
99999999910000000083400 - HOME FY18 (FFY17) Total	0	343,000	178,000	0	-343,000	-100.00%
Funded Program : 9999999991000000094000 - FFY18 Community Delopm	ent Block Grant					
515900 - Other Contractual Services	0	0	0	1,082,981	1,082,981	N/A
51 - Contractual Services Total	0	0	0	1,082,981	1,082,981	N/A
99999999910000000094000 - FFY18 Community Delopment Block Grant Total	0	0	0	1,082,981	1,082,981	N/A

Housing and Community Development Division Detail

Division Expenditure Detail: 6100000000 - Housing & Community Development

Fund: Grants Fund

	FY 2017 Actual	FY 2018 Approved	FY 2018 Estimate	FY 2019 Proposed	\$ Change	% Change
260000000 - Grants-External						
Funded Program : 9999999991000000094100 - FFY18 Home Investment	Partnership Grant					
515900 - Other Contractual Services	0	0	0	355,838	355,838	N/A
51 - Contractual Services Total	0	0	0	355,838	355,838	N/A
9999999991000000094100 - FFY18 Home Investment Partnership Grant Total	0	0	0	355,838	355,838	N/A
Funded Program : 9999999992000000043600 - MHRP FY15						
515900 - Other Contractual Services	0	50,000	0	50,000	0	0.00%
51 - Contractual Services Total	0	50,000	0	50,000	0	0.00%
9999999992000000043600 - MHRP FY15 Total	0	50,000	0	50,000	0	0.00%
Funded Program : 9999999992000000047500 - Emergency Solutions FY	16					
515900 - Other Contractual Services	49,354	0	0	0	0	N/A
51 - Contractual Services Total	49,354	0	0	0	0	N/A
9999999992000000047500 - Emergency Solutions FY16 Total	49,354	0	0	0	0	N/A
Funded Program : 99999999992000000056600 - FY17 RAP						
515900 - Other Contractual Services	13,049	0	0	0	0	N/A
51 - Contractual Services Total	13,049	0	0	0	0	N/A
9999999992000000056600 - FY17 RAP Total	13,049	0	0	0	0	N/A
Funded Program : 9999999992000000060300 - RAP FY18						
515900 - Other Contractual Services	0	55,000	0	55,000	0	0.00%
51 - Contractual Services Total	0	55,000	0	55,000	0	0.00%
9999999992000000060300 - RAP FY18 Total	0	55,000	0	55,000	0	0.00%
2600000000 - Grants-External Total	1,432,872	1,483,000	821,000	1,543,819	60,819	4.10%
6100000000 - Housing & Community Development Total	1,432,872	1,483,000	821,000	1,543,819	60,819	4.10%